

Name of event:
Name of organisation:
Name of applicant: Email:
Address of applicant:
Phone number: Mobile number:
Location of event:Type of event:
Date/s:Set-up times:Event times:
Number of persons expected to attend:
Name of body which controls the event venue/land:

1. Do you need a Planning Permit?
Not Applicable No Yes

Please contact the Events or Planning Department to determine if you need a permit.

2. Do you have permission from the venue/land manager?
Not Applicable No Yes

Please attach permission documentation e.g. letter of approval.

3. Have you organised public liability insurance?
Not Applicable No Yes

Please attach a current copy of your certificate of currency.

4. Is this event being held in a public building (hall etc)?
Not Applicable No Yes

POPE- Place of Public Entertainment Permit may be required from the Building Department if venue is > 500m²

5. Will the event have temporary structures > 100 m2?
Not Applicable No Yes

Please attach a POPE- Place of Public Entertainment from the Building Department and include details on site plan.

6. Is there an entry fee or prizes awarded for this event?
No Yes

POPE- Place of Public Entertainment Permit may be required from the Building Department

7. Will the event provide food and beverage?
Not Applicable No Yes

Please contact the BCSC Health Department for the appropriate form on 1300 BCOAST (226 278).

8. Will the event include the sale or consumption of alcohol?
Not Applicable No Yes

Please attach copy of Liquor License.

9. Does the event have a risk / emergency management plan?
Not Applicable No Yes

Please attach.

10. Will the event require roadside advertising signage?
Not Applicable No Yes

Please attach event signage application form

11. Have all other affected authorities been advised?eg. Police, VicRoads, CFA and Ambulance Victoria
Not Applicable No Yes

Please attach details of contact i.e. letter sent.

12. Does the event have a site plan (layout)? A site plan is necessary for locations of road closures, temporary fencing, toilets, parking, rubbish bins, etc – see Questions 13 – 22.
 Not Applicable No Yes Please attach **site plan**.
13. Do you have a waste management plan?
 No Yes Please attach waste management **action plan** and bin placement on **site plan**.
14. Does the event have provision for first aid?
 Not Applicable No Yes Please attach details and indicate location on **site plan**.
15. Will there be fireworks?
 Not Applicable No Yes Please include details on **site plan**.
16. Will the event use a Public Address or sound system?
 Not Applicable No Yes Please include details on **site plan**.
17. Traffic management considerations - does the event require:
- a. Road closures?
 Not Applicable No Yes Please include details on **site plan**.
- b. Traffic management?
 Not Applicable No Yes Please provide traffic management plan and include details on **site plan**.
- c. Council signs and barricades?
 Not Applicable No Yes Please include details on **site plan**.
18. Will the event require temporary fencing?
 Not Applicable No Yes Please include details on **site plan**.
19. Does the event have access to public toilets?
 Not Applicable No Yes Please include details on **site plan**.
20. Does the event have parking requirements?
 Not Applicable No Yes Please include details on **site plan**.
21. Do you have access to water?
 Not Applicable No Yes Please attach details and indicate location of taps on **site plan**.
22. Do you require access to electricity?
 Not Applicable No Yes Please attach details and indicate location on **site plan**.
23. Does the event have security?
 Not Applicable No Yes Please attach details.

Authorisation: I have read and completed my/our event application form in good faith and have adhered to all requirements specified by Bass Coast Shire Council. All details provided are accurate and true and the event will be organised and managed as I have described unless advised otherwise by Bass Coast Shire Council. I am aware that the personal information on this form is being collected for the issuing of an event permit or directly related purposes.

Signed: **Date:**

Applications to be sent to:

Events Department, Bass Coast Shire Council, PO Box 118, WONTHAGGI VIC 3995

A response to this permit application will be within 14 days